

Department of Agriculture, Trade and Consumer Protection

Home

To Businesses:

We encourage consumers to use this form when they first contact you with a problem.
Please take this opportunity to promote your business by quickly working out this dispute.

1. How do we contact you?

Name: (Mr. Mrs. Miss Ms.) _____
(circle one) (first) (middle) (last)

Home Phone: () _____ Work Phone: () _____ ext. _____ Email: _____

Phone me between 8:00 A.M. and 4:00 P.M. at: (circle one) Home Work Best time: _____

Address: _____ PO Box: _____ Apt.# _____

City: _____ State: _____ Zip: _____ County: _____

2. What business is your complaint against?

Name of business: _____

Address: _____ PO Box: _____ Apt.# _____

City: _____ State: _____ Zip: _____ County: _____

Phone: () _____ Name of person you talked to: _____ Title: _____

Information about your complaint

3. Which of the following best describes your first contact with the business: (check one)

- ☐ Person from business came to my home
- ☐ Person from business called me
- ☐ Business sent me information in the mail
- ☐ I attended a convention or trade show
- ☐ I went to the business

- ☐ I telephoned the business
- ☐ I responded to a radio or TV ad
- ☐ I responded to a printed advertisement
- Advertised: When? _____
- Where? _____

4. Did you sign a contract? (circle one) No Yes Date: _____ Total: \$ _____

5. Amount of initial down payment paid before the entire job was done? \$ _____

6. On what date was the work started? _____ Completed? _____

7. How much work has been done? (circle one) None/Some/Most/All _____ WI

8. Did the contractor notify you of any reasons for delays? (circle one) No Yes Reason: _____

9. Has a lien claim been filed against your property? (circle one) No Yes When? _____

10. Are the products, materials or workmanship still under warranty? (circle one) No Yes

11.	DID THE CONTRACTOR: (check one)	YES	NO
	Inform you of your right to written lien waivers?		
	Provide you with any written lien waivers?		
	Substitute products or materials without your consent?		
	Furnish written guarantees or warranties?		
	Misrepresent the total completion price?		
	Claim credit for a competitor's work?		
	Falsely claim to be a member of another firm?		
	Fail to disclose that another firm would perform work?		
	Perform the work in a satisfactory manner?		

IMPORTANT: More questions on the back page (over)

☐ Sent a certified letter to the builder
☐ Complained to the local building inspector
☐ Filed a report with police/sheriff
☐ Hired an attorney (Name/Phone #: _____)
☐ Started a suit in small claims court (Case # _____)

[illegible]

The above information is true and accurate to the best of my knowledge.

Your signature: _____ **Date:** _____

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